



JOINT CIRCULAR

STATE OF NEW JERSEY

DEPARTMENT OF THE TREASURY

NO.: 07-19-OMB/OIT	ORIGINATING AGENCIES: Office of Management and Budget Office of Information Technology	PAGE 1 OF 2
EFFECTIVE DATE: 5-15-07	EXPIRATION DATE: Indefinite	SUPERSEDES: 07-17-OMB/OIT
SUBJECT: \$5.00 Minimum for Toll Statement Generation		
ATTENTION: Department Heads, Chief Information Officers, Directors of Administration and Department Technical Officers		
FOR INFORMATION CONTACT: David T. Blackwell, Telecommunications Officer, OIT Gary Brune, Associate Director, OMB		PHONE: (609) 633-0331 FAX: (609) 777-3938 PHONE: (609) 984-5234 FAX: (609) 292-5290

I. Purpose

- A. To clearly define the State of New Jersey's policy and procedure for generating individual Toll Statements and / or Usage and Roaming Statements.
- B. The New Jersey Office of Information Technology (NJOIT) will oversee this policy on behalf of other Departments, Commissions, Authorities, State entities and other affiliated organizations.
- C. NJOIT reserves the right to change or amend this policy at any time.

II. Authority

This policy is established under the authority of State of New Jersey Executive Order #42 Corzine (11/20/2006). This Order defines NJOIT's role with regard to technology within the community of the Executive Branch of State Government.

III. Scope

This policy in its entirety applies to all Departments, Commissions, Authorities, State entities and affiliated organizations under the Executive Branch of State Government.

IV. Definitions

Toll charges are costs generally associated with land-line desk telephones but could include wireless devices.

Usage charges are costs generally associated with wireless devices and represent airtime usage over and above the base minutes of a particular cellular billing plan. Any roaming charges will also be included in this category.

Roaming charges are costs for the use of a wireless device outside a specified tariffed geographic area as defined by the service provider.

V. Policy

It is the policy of NJOIT on behalf of the State of New Jersey that individual Toll Charge Statements and / or Usage Charge Statements will not be generated for land-lines or wireless devices when the total amount (per phone line or wireless device) equals \$5.00 or less in a one-month billing period. In addition, for monthly bills issued for telephone charges exceeding \$5.00 that reflect a mixture of personal and business-related calls, employees shall not be required to pay toll charges if the monthly total of personal calls amounts to \$5.00 or less. If personal calls exceed the threshold of \$5.00 per month, the affected employee is responsible for paying for the full amount of those personal calls.

Charlene M. Holzbaaur, Director
Office of Management and Budget

Ronald W. Stewart, Chief Administrative Officer
Office of Information Technology